

## **CHAPTER 7 TRUSTEE'S FINAL REPORT (TFR)**

### **GENERAL INFORMATION AND INSTRUCTIONS**

USBA Form 101-7-TFR (uniform form attached) must be filed by the chapter 7 trustee with the United States Bankruptcy Court for all asset cases ready for distribution to claimants on or after April 1, 2009. The TFR must be submitted to the United States Bankruptcy Administrator for review prior to being filed with the court. The BA "statement of approval" must be attached to the TFR when filed with the court.

To assist chapter 7 trustees in completing the USBA Form 101-7-TFR, the following information and instructions are provided:

- All dollar amounts must include cents (\$x.xx).
- All percentages must be rounded to the nearest tenth of a percent (xx.x%).
- The date format to be followed is mm/dd/yyyy.
- Paragraph 1 – Enter the original chapter in which the debtor filed the petition and the date of filing. If not originally filed as a chapter 7, provide the date of conversion to chapter 7. Enter the date on which the chapter 7 trustee was appointed to the case.
- Paragraph 4 – Enter the gross receipts from the liquidation of estate assets, and the totals of amounts disbursed to date for administrative expenses, payments to creditors, non-estate funds paid to third parties, and exemptions paid to the debtor. Gross receipts minus disbursements ("Leaving a balance on hand of") must match the ending "Checking Account Balance" on exhibit B, as well as the balance on the most recent bank statement (all bank statements must be provided to the United States Bankruptcy Administrator with the proposed TFR, but is not filed with the court).
- Paragraph 6 – Enter what the deadline was for filing a claim in the case.
- Paragraph 8 – Enter the maximum compensation allowable to the trustee pursuant to 11 U.S.C. § 326(a); the amount of interim compensation paid, if any; the sum requested with the TFR; the total of compensation previously paid and the compensation being requested; the amount of any prior reimbursement for reasonable and necessary expenses; the amount of reimbursement for expenses being requested with the TFR; and the total of

expenses previously reimbursed and those being requested for reimbursement.

- Signature of Trustee – Enter the current date and sign in the format: /s/name of trustee.

## Attachments to USBA Form 101-7-TFR

Exhibit A – Complete the Individual Estate Property Record and Report (Form 1) for the case.

Exhibit B – Complete a Cash Receipts and Disbursements Record (Form 2) for each bank account. A separate bank account must be maintained for 506(c) receipts and disbursements.

Exhibit C – Attach a completed claims analysis in the format currently prescribed by the USBA.

Exhibit D – Trustee's Proposed Distribution

- Enter case number, case name, and trustee name.
- For each secured claimant proposed for payment, enter the claimant's name and the amount of the proposed payment.
- For each chapter 7 fee and administrative expense and for each prior chapter fee and administrative expense proposed for payment, enter the name next to the appropriate "Reason/Applicant" title and enter the amount of proposed fees and expenses in the appropriate column. If there is more than one applicant for a "Reason/Applicant" title (e.g., more than one "Attorney for Trustee"), use the spaces marked "Other" to add the additional applicant(s), being sure to indicate the name and title of applicant. Add as many "Other" lines as needed.
- Enter the total dollar amount of allowed priority claims. For each individual claim, provide the claim number, claimant's name, amount of allowed claim, and proposed payment.
- Enter the total timely allowed general unsecured claims and the anticipated dividend percentage for timely allowed general unsecured claims; and, for each timely allowed general unsecured claim, each late filed general unsecured claim, and each subordinated unsecured claim, enter the claim number, claimant's name, allowed amount of claim, and amount of proposed payment.

- If applicable, enter the amount of surplus to be returned to the debtor after payment of all claims and interest.